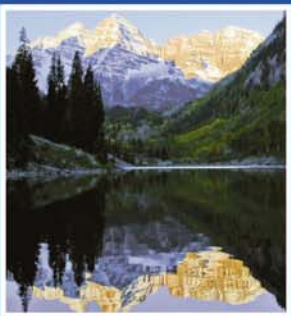


Governor Bill Ritter Jr.

Don Elliman

Colorado Office of
Economic Development &
International Trade



Economic Development Commission

**Job Creation
Performance Incentive Fund
Non-Enterprise Zone Application**

**Administered by the
Colorado Office of Economic Development &
International Trade**

Colorado

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Program Highlights

Purpose:

The Job Creation Performance Incentive Fund (PIF) provides a performance-based incentive payment to qualifying companies that have created net new full-time permanent jobs (jobs) paying above average wages. The program is designed to support and encourage new business development, business expansions and relocations that have generated new jobs throughout the State.

Funding Source:

New Jobs Incentive Cash Fund.*

The State's Role:

The Colorado Office of Economic Development and International Trade (OEDIT) provides administrative support for the Colorado Economic Development Commission (EDC). The EDC has oversight authority for this program. The OEDIT's Business Finance Staff will facilitate the application review/disbursement process generally within 60 business days after receipt of an application.

Requirements:

After maintaining its net new full-time permanent jobs for one year, an employer may submit an incentive application. Incentives will be awarded to applicants in the order in which the EDC receives complete, accurate and eligible applications (first come, first served) until all program funds have been expended. Eligible applications that are received after funds have been expended will be placed first in line until new funding is available.

Employers located in an enterprise zone must hire at least five net new full-time permanent jobs within six months and employers located in a non-enterprise zone must hire at least 10 net new full-time permanent jobs within six months. Businesses with multiple locations within Colorado may combine locations to meet the minimum job creation requirements as long as all jobs are hired within the same six month period. If one or more of the businesses' locations are in a non-enterprise zone, the minimum job creation requirement is 10 net new full-time permanent jobs.

Net new full-time permanent jobs are those jobs that are in addition to the businesses' three year full-time employee average (from the preceding three years).

If a business is affiliated with a parent company or subsidiary that is also located in Colorado, the net new full-time permanent jobs must be in addition to a three-year average of all Colorado Affiliated entities. In addition, if a business has multiple locations, the net new full-time permanent jobs must be in addition to a three-year average of all Colorado locations.

The employer must maintain all of the net new full-time jobs for at least one year in order to claim the incentive.

Incentive:

The following tables reflect potential incentive levels based on the *annual average wage rate* of *net new full-time permanent jobs* compared to the *county average wage rate* (county source: QCEW Annual Tables provided by the Dept. of Labor and Employment). The *annual average wage rate* calculation does not include benefits.

Enterprise Zone	
Average Wage Rate %	\$ Incentive/ Eligible Job
100%	\$1,500
110%	\$2,500
120%	\$3,500
130% or >	\$4,500

Non-Enterprise Zone	
Average Wage Rate %	\$ Incentive/ Eligible Job
110%	\$2,000
130%	\$3,000
150% or >	\$4,500

Process:

The OEDIT Business Finance Staff will facilitate the application review/disbursement process generally within 60 business days after receipt of a complete application.

A business can submit multiple applications as long as they meet the program requirements.

Businesses already receiving an incentive from the EDC may not receive an incentive from the Job Creation Performance Incentive Fund for the same net new full-time permanent jobs.

*An amount equal to 15% of each annual allocation will be used by the Commission to award performance-based incentives to employers who open a business or expand or relocate an existing business from an out-of-state location and create new jobs in an enterprise zone that is not within the counties of Denver, Boulder, Douglas, Arapahoe, Jefferson or Broomfield.

Definitions

Acquired Jobs - jobs that are obtained when a company acquires, merges, or uses other methods of combining businesses solely located in Colorado. These jobs are excluded from all relevant calculations so that the net impact on jobs in Colorado can be calculated. Companies are encouraged to contact OEDIT staff to assist with determining relevant calculations.

Affiliated - the parent, subsidiary or sister company that is related to a business applying for the incentive.

AWW - Average Weekly Wage.

Annual Average Wage Rate % - calculated by dividing the Eligible Employee Annual Average Wage Rate by the County Annual Average Wage Rate.

Annual Regular Salary or Annual Wage Rate - the annual Regular Salary for Eligible Jobs.

Baseline Full-Time Employee(s) - an average of full-time employees within Colorado for the preceding 3 years (36 months or 12 quarters). To calculate this figure, take the sum of the total full-time employees for the last 36 months and divide by 36. New Colorado businesses less than 3 years old will sum the number of employees for the number of months they have been operating in Colorado and divide by that number of months. If a business is Affiliated with a parent company or subsidiary that is also located in Colorado, the baseline calculation must include full-time employees from *all* Colorado Affiliated entities. In addition, if a business has multiple locations, the Baseline Full-Time Employee(s) calculation must include full-time employees from *all* locations.

County Annual Average Wage Rate - county average wage rate is pulled directly from the Department of Labor & Employment website at **Colorado Quarterly Census of Employment and Wages (QCEW) Home Page**. Select the annual report that was available at the time of the first month of the Hiring Period for the net new full-time permanent jobs.

- Jobs created from January 2006 through June 2006 use 2004 Annual Table
- Jobs created from July 2006 through June 2007 use 2005 Annual Table
- Jobs created from July 2007 through June 2008 use 2006 Annual Table
- Jobs created from July 2008 through June 2009 use 2007 Annual Table
- Jobs created from July 2009 through June 2010 use 2008 Annual Table

This figure is calculated by taking the county's "AWW" figure from the "Total All Industries" category and multiplying by 52. If the net new full-time permanent jobs are located in multiple counties, a weighted average will be calculated based on % of new jobs within each county.

Days - referred to in this program is based on business days.

Eligible Employee Annual Average Wage Rate or Annual Average Wage Rate - the average annual wage rate for the Net New Full-Time Permanent Employees. It is calculated by dividing the total of all the Eligible Jobs' annual Regular Salaries by the number of Eligible Jobs.

Eligible Incentive - the potential grant amount that can be awarded to the applicant (# Eligible or Net New Full-Time Permanent Jobs x \$ Incentive/Eligible Job).

Eligible Jobs - see Net New Full-Time Permanent Job.

Enterprise Zone - Colorado's Enterprise Zone (Enterprise Zone (EZ)) program provides tax incentives to encourage businesses to locate and expand in designated economically distressed areas of the state. There are 16 Enterprise Zones and 3 sub-zones in Colorado. Businesses located in a zone may qualify for ten different Enterprise Zone Tax Credits and Incentives to encourage job creation and investment in these zones.

Full-Time Employee/Job - a full-time employee hired to fill a new job working 40 hours or greater a week. The full-time employee must have payroll taxes paid by the employer applying for incentives. Contract and leased employees are excluded. Any full-time position that is shared by two part-time individuals performing the same tasks may be considered a full-time employee/job if appropriate documentation is provided with the disbursement report.

Full-Time Employee Reports - a list of full-time employees including a unique identifier, position/title, location (if multiple locations) and hire date.

Hiring Period - the six-month time frame when the Net New Full-Time Permanent Jobs were hired.

Month - referred to in this program is based on calendar months.

Month 6 - the last month in the Hiring Period.

Month 18 - the last month of the New Job Maintenance Period.

Month 18 Eligible Jobs - the difference between the # of full-time employees for the Previous Month and the # of full-time employees for Month 18.

NAICs Code - the North American Industry Classification System.

Net New Full-Time Permanent Jobs - a full-time job created in the state by an employer for which an employee is hired and that is in addition to the average number of full-time jobs that the employer provided in the state for the three years preceding the Hiring Period. This number is calculated by subtracting the Baseline Full-Time Employee(s) average from an average of full-time employees for the last 18 months. There are three separate calculations that are used to determine # of Eligible or Net New Full-Time Permanent Jobs for the application:

- **Net New Full-Time Permanent Job Calculation** – this number is calculated by subtracting Baseline Full-Time Employee(s) from the average of full-time employees over the New Job Maintenance Period.
- **Eligible Jobs (including New Job Maintenance Period comparison)** – this is a two step process involving the 1) calculation of Eligible Jobs (the difference between the number of full-time employees for Month 6 of the Hiring Period and the Previous Month); and 2) calculating the Month 18 Eligible Jobs which involves comparing full-time employees prior and during the New Jobs Maintenance Period to ensure that the Eligible Jobs have been maintained for one year.
- **Eligible Jobs compared to Net New Full-Time Permanent Jobs** – the smaller number between, Net New Full-Time Permanent Jobs, Eligible Jobs or Month 18 Eligible Jobs is the number that will be used as the # of Eligible or Net New Full-Time Permanent Jobs for the incentive calculation on the application.

New Job Maintenance Period - all Net New Permanent Full-Time Jobs must be maintained for at least one year (12 months) in order to be eligible for incentives. To determine if the New Job Maintenance Period requirement was met, the number of Full-Time Employees from the Previous Month is subtracted from the number of Full-Time Employees from Month 18 of the Hiring Period. If this difference is greater than or equal to the job creation required, the New Job Maintenance Period has been met.

Previous Month - the month prior to the first month of the Hiring Period.

Regular Salary - salaries including overtime pay and bonuses but does not include other compensation such as benefits and profit sharing.

\$ Incentive/Eligible Job - the grant amount available per Eligible Job based on the Average Wage Rate %.

Application Package

The application package includes instructions and an example to assist with completion of the application as well as ensuring that the submitted application is complete and accurate. Originals with original signatures must be submitted to the Colorado OEDIT's Business Finance Staff.

To claim Job Creation Performance Incentive Funds, an applicant will need to:

- Select the appropriate application based on the business' location (Enterprise Zone or Non-Enterprise Zone).
- Review instructions and examples to assist with the application process.
- Complete all of the sections of the application.
 - General Business Information, following the instructions in Section I, page 8.
 - Incentive Calculations, following instructions in Section II, starting on page 8.
 - Baseline Full-Time Employee(s) Calculation, page 9.
 - # Eligible or Net New Full-Time Permanent Jobs, page 10.
 - Net New Full-Time Permanent Jobs Calculation, page 10.
 - Eligible Jobs (including New Job Maintenance Period comparison), page 11.
 - Eligible Jobs compared to Net New Full-Time Permanent Jobs, page 12.
 - Eligible Employee Annual Average Wage Rate Calculation, page 12.
 - County Annual Average Wage Rate Calculation, page 13.
 - Average Wage Rate % Calculation, page 14.
 - Eligible Incentive Calculation, page 14.
 - Additional Funding section, following the instructions in Section III, page 15.
 - Optional Information, following the instructions in Section IV, page 15.
 - Attach required documentation, following instructions in Section V, page 15.
 - Form W-9.
 - Full-time Employee Reports
 - Current payroll reports* for last 18 months.
 - Calculation Worksheets
 - Chief Office/Owner Authorized Signature and Certifications in Section VI, page 16.
- Submit completed application to OEDIT at address noted below.

OEDIT is subject to the Colorado Open Records laws (C.R.S. 24-72-101 through 24-72-112). Thus, documents and other materials received by OEDIT and its employees may be subject to public disclosure. However, OEDIT will deny the right of inspection of records considered trade secrets, privileged information, and confidential commercial and financial data. Upon receiving an official open records request, OEDIT will immediately notify the applicant and as needed, seek legal guidance from the Office of the Attorney General for a ruling on confidential information. Applicants should be aware that OEDIT can only respond to requests to review records to the extent that such information is contained in OEDIT's files.

Additional information may be required if necessary. For further information or questions, please contact:

Colorado Office of Economic Development and International Trade
Attn: Colorado Job Creation Performance Incentive Fund – Business Finance Division
Shela Tatro, Economic Development Commission Manager
Alice Kotrlík, Deputy Director and Economic Development Commission Director
1625 Broadway, Suite 2700
Denver, Colorado 80202
Phone 303-892-3840
Fax 303-892-3848
1-800-659-2656 TDD
<http://www.AdvanceColorado.com>

**Payroll reports must include: position/title, location of positions (if multiple locations), hire date, and monthly/quarterly salary (including overtime pay and bonuses but not other compensation such as benefits and profit sharing). Please note that payroll documents should be used for the calculations referenced throughout these instructions.*

Colorado Job Creation Performance Incentive Fund Application

In order to claim Colorado Job Creation Performance Incentive Funds, the following requirements must be met:

- Applicant located in an **Non-Enterprise Zone** location must hire at least ten net new full-time positions within six months and maintain them for one year or more.
- Annual Eligible Employee Average Wage Rate % is at least 110% or greater of county average.
- Applicant has not received incentives for these positions under any prior or current EDC job incentive program(s).
- Applicant must adhere to remaining program requirements noted throughout the application package.
- Required documents are attached.

If any Eligible Jobs are located in multiple counties, please complete the Multiple Counties' Form.

I. General Business Information

NON-ENTERPRISE ZONE APPLICATION

Business Name (Company)		Type of Business (retail, manufacturing, farming, etc.)	
Address (street, city, and zip code) <small>no POBoxes</small>	County	NAICS Code (Section I from Instructions)	
Contact Person (name & title)		Phone Number	
Address where incentive payments should be mailed			
If applicable, note Affiliations or attach list (parent company and/or subsidiaries)			
Other Colorado Locations (name, street, city, and zip code) or attach list			County
Our company reduced employment at the following locations (list or N/A)			
Reduction of employment at the above or listed locations was due to (check one)			
<input type="checkbox"/> Automation <input type="checkbox"/> Merger <input type="checkbox"/> Acquisition <input type="checkbox"/> Corporate Restructuring <input type="checkbox"/> Other Business Activity			

II. Incentive Calculations

County(ies)	Hiring Period for Eligible Jobs (month, year – month, year)											
# of Eligible or Net New Full-Time Permanent Jobs (Section II, 2.c.i. from worksheet)												
Eligible Employee Annual Average Wage Rate (Section II, 3.d. from worksheet)	\$											
County Annual Average Wage Rate (Section II, 4.f. from worksheet)	\$											
Average Wage Rate % (Section II, 5.a.)	%											
\$ Incentive/Eligible Job (Section II, 6.a.)	<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0f7fa;"> <th colspan="2">Non-Enterprise Zone</th> </tr> <tr> <th style="font-size: 0.8em;">Average Wage Rate %</th> <th style="font-size: 0.8em;">\$ Incentive/ Eligible Job</th> </tr> </thead> <tbody> <tr> <td>110%</td> <td>\$2,000</td> </tr> <tr> <td>130%</td> <td>\$3,000</td> </tr> <tr> <td>150% or ></td> <td>\$4,500</td> </tr> </tbody> </table> <div style="display: inline-block; vertical-align: middle; margin-left: 20px;"> Enter \$ _____ </div>		Non-Enterprise Zone		Average Wage Rate %	\$ Incentive/ Eligible Job	110%	\$2,000	130%	\$3,000	150% or >	\$4,500
Non-Enterprise Zone												
Average Wage Rate %	\$ Incentive/ Eligible Job											
110%	\$2,000											
130%	\$3,000											
150% or >	\$4,500											
Eligible Incentive (Section II, 6.b.)	\$											

III. Additional Funding

Prior grants, loans, etc. received by applicant from State of Colorado or local entities. (EDC job creation incentives can only be received once for these eligible positions).			
Date Received (month, year)	Type of Funding (loan, grant, etc.)	Source of Funding (county, municipality, etc.)	Dollar (\$) Amount Received
			\$
			\$
			\$
			\$

IV. Optional Information

Purpose of job creation (relocation, growth, etc.)
List additional benefits or insurance for employees [401(k), health insurance, life insurance, etc.]

V. Required Documentation

The following items are required documentation and must be attached to this application: <input checked="" type="checkbox"/> Form W-9 <input checked="" type="checkbox"/> Full-Time Employee Reports to support calculations for Baseline Full-Time Employee(s) (prior 36 months or 12 quarters) and Net New Full-Time Permanent Jobs (18 months after baseline – including Hiring Period) <input checked="" type="checkbox"/> Payroll Reports (reflect Annual Regular Salaries for Eligible Jobs) <input checked="" type="checkbox"/> Calculation Worksheets

VI. Chief Officer/Owner Authorized Signature and Certification

Check one:	
<input type="checkbox"/> This business has not been adjudicated to be in violation of any federal, state, or local laws affecting the health, safety, or working conditions of employees for at least the prior five years.	
OR	
<input type="checkbox"/> This business has been adjudicated to be in violation of a federal, state, or local law affecting the health, safety, or working conditions of employees within five years of applying for a grant or loan pursuant to this section, but can provide evidence to the commission that it has corrected the violation or has taken steps to correct the violation and can provide an estimated date by which the violation will be corrected (attach evidence to this application).	
<p>The person(s) executing this Application are authorized to act on behalf of the Company. By signing this document, I hereby declare that all of the information stated in this application is complete and accurate, in compliance with all application guidelines and all relevant federal laws and Colorado statutes to the best of my knowledge. I further certify that we have examined the legal work status of all employees hired for the positions on this application and have retained file copies of all documents required by U.S. Code Title 8, Section 1324a ("Unlawful Employment of Aliens") and to the best of my knowledge no employment identification documents have been altered or falsified and we have not knowingly hired an unauthorized alien. In addition, my signature provides authority to allow the Office of Economic Development and International Trade to request documentation that demonstrates we are in compliance with the employment verification requirements specified in U.S. Code Title 8, Section 1324a. If any information provided in this Application is found to be in material error, the Company agrees to refund to the State any funds that have been advanced based on erroneous information, immediately upon notification by the State. The Company may have up to 15 days to respond to such a finding.</p>	
_____ Signature	_____ Title, Chief Officer or Owner
_____ Name (print)	_____ Date

Submit or mail this completed application (signed by an authorized company official or owner and dated) to:
Colorado Office of Economic Development and International Trade
Attn: Colorado Job Creation Performance Incentive Fund – Shela Tatro
1625 Broadway, Suite 2700
Denver, Colorado 80202

Multiple Counties' Form

Any applicants that have Eligible Jobs in multiple county locations should complete this form to determine the type of application to complete (Enterprise Zone or Non-Enterprise Zone) and calculate the County Annual Average Wage Rate. Please complete the following information and forward to the contacts noted below so that the County Annual Average Wage Rate can be finalized.

Business Name

# Eligible Jobs	Location Name	City	County	Zip Code	EZ or Non-EZ*

**Total Eligible
Jobs**

If **any, or all, Eligible Jobs are in a **Non-Enterprise Zone** location, the applicant is required to hire a total of at least **10** net new full-time permanent positions within six months and maintain them for one year or more. Please complete a Non-Enterprise Zone application.*

If **all of the Eligible Jobs are located in an **Enterprise Zone** location, the applicant is required to hire a total of at least **five** net new full-time permanent positions within six months and maintain them for one year or more. Please complete an Enterprise Zone application.*

For assistance with the calculation of the County Annual Average Wage Rate, please contact:

Shela Tatro, Economic Development Commission Manager
 Alice Kotlik, Deputy Director and Economic Development Commission Director
 c/o Colorado Office of Economic Development and International Trade
 Phone (303) 892-3840
 Fax (303) 892-3848
 1-800-659-2656 TDD
 shela.tatro@state.co.us

Internal Use Only

# Eligible Jobs	County	County %	AWW	X 52	X County %
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$
			\$	\$	\$

**Total
Eligible
Jobs**

**County Weighted Average Wage
Rate**

\$	
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Colorado Job Creation Performance Incentive Fund Application Instructions and Example

To claim PIF funds, please select and complete the appropriate application (EZ or Non-EZ) based on the business' location. Click here for the EZ's [State Map](#).

Please note that Full-Time Employee and Payroll Reports should be used for the calculations referenced throughout these instructions.

Reference the Calculation Worksheets to help determine the required numbers for the application.

Section I – General Business Information

Enter business name, type of business, address, contact person and phone number, address where incentives should be mailed, noted affiliations (i.e. parent company or subsidiaries), other Colorado locations, any Colorado locations with reduced locations and the reason, and NAICS (North American Industry Classification System) Code. Refer to [Free NAICS & SIC Code Lookup](#) for the appropriate NAICS code.

Business Name (Company) ABC Company		Type of Business (retail, manufacturing, farming, etc.) Insurance
Address (street, city, and zip code) <small>no POBoxes</small> 123 Zephyr Street, Denver CO 11111	County Denver	NAICS Code (Section I from Instructions) 524150
Contact Person (name & title) Jane Smith, Owner		Phone Number 303-111-1111
Address where incentive payments should be mailed Same as above		
If applicable, note Affiliations or attach list (parent company and/or subsidiaries) N/A		
Other Colorado Locations (name, street, city, and zip code) or attach list List attached		County
Our company reduced employment at the following locations (list or N/A) Englewood		
Reduction of employment at the above or listed locations was due to (check one) <input type="checkbox"/> Automation <input type="checkbox"/> Merger <input type="checkbox"/> Acquisition <input checked="" type="checkbox"/> Corporate Restructuring <input type="checkbox"/> Other Business Activity		

Section II – Incentive Calculations:

This section contains several worksheets that will assist with the incentive calculation. Prior to starting any calculations, please complete the following:

- Enter County(ies) where Eligible Jobs are located.
- Enter Hiring Period for Eligible Jobs applying for incentive.

County(ies) Metro Denver Counties, El Paso, and Yuma	Hiring Period for Eligible Jobs (month year – month year) January 2007 – June 2007
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1. Baseline Full-Time Employee(s) Calculation:

Calculate the three-year baseline average (prior to the Hiring Period for Eligible Jobs) of full-time employees from Full-Time Employee and Payroll Reports. If the company has not been in existence for three years, use the number of months with full-time employees prior to the hire date of Eligible Jobs. If a business is Affiliated with a parent company or subsidiary that is also located in Colorado, the Baseline Full-Time Employee(s) calculation must include full-time employees from *all* Colorado Affiliated entities. In addition, if a business has multiple locations, the Baseline Full-Time Employee(s) calculation must include full-time employees from *all* locations.

- To begin calculation, enter the number of full-time employees for the last three years.
- Sum full-time employees for the time period.
- Sum months or quarters that full-time employee counts were entered (i.e. 36 months = 36)
- Divide total full-time employees by total months or quarters to determine Baseline Full-Time Employee(s).

Baseline Full-Time Employee(s) Table. Hiring Period was from Jan. 2007 – June 2007. Company was established in 1986.

Month/Quarters & Year	# Full-Time Employees
1 – January 2003	1000
2 - February 2003	1000
3 - March 2003	1000
4 - April 2003	1000
5 - May 2003	1100
6 - June 2003	1100
7 – July 2003	1095
8 – August 2003	1095
9 – September 2003	1098
10 – October 2003	1100
11 – November 2003	1100
12 – December 2003	1125
13 – January 2005	1125
14 – February 2005	1125
15 – March 2005	1147
16- April 2005	1147
17- May 2005	1147
18 – June 2005	1130
19 – July 2005	1130
20 – August 2005	1130
21 – September 2005	1130
22 – October 2005	1125
23 – November 2005	1125
24 – December 2005	1125
25 – January 2006	1128
26 – February 2006	1135
27 – March 2006	1140
28- April 2006	1145
29- May 2006	1150
30 – June 2006	1160
31 – July 2006	1165
32 – August 2006	1170
33 – September 2006	1175
34 – October 2006	1180
35 – November 2006	1185
36 – December 2006 – Previous Month	1180
37 Total Full-Time Employees	40,312
38 Total Months/Quarters	36
39 Baseline Full-Time Employee(s) (line 37 divided by line 38)	1119.8

Attach source document to application (employee reports for previous months or quarters).

2. # Eligible or Net New Full-Time Permanent Jobs

There are three separate calculations that are used to determine # of Eligible or Net New Full-Time Permanent Jobs for the application:

- **Net New Full-Time Permanent Job Calculation** item 2.a. – this number is calculated by subtracting Baseline Full-Time Employee(s) from the average of full-time employees over the New Job Maintenance Period.
- **Eligible Jobs (including New Job Maintenance Period comparison)** item 2.b. – this is a two step process involving the 1) calculation of Eligible Jobs (the difference between the number of full-time employees for Month 6 of the Hiring Period and the Previous Month); and 2) calculating the Month 18 Eligible Jobs which involves comparing full-time employees prior and during the New Jobs Maintenance Period to ensure that the Eligible Jobs have been maintained for one year.
- **Eligible Jobs compared to Net New Full-Time Permanent Jobs** item 2.c. – the smaller number between Net New Full-Time Permanent Jobs, Eligible Jobs, or Month 18 Eligible Jobs is the number that will be used as # of Eligible or Net New Full-Time Permanent Jobs for the incentive calculation on the application.

a. Net New Full-Time Permanent Job Calculation:

Net New Full-Time Permanent Jobs must be equal or greater than the job creation requirement to apply. For instance, businesses located in an **Non-Enterprise Zone** must create **ten** new jobs within six months. Therefore, Net New Full-Time Permanent Jobs must be at least ten in order to qualify for incentives.

- To begin calculation, enter total # full-time employees for the last 18 months (New Jobs Maintenance Period). If a business is Affiliated with a parent company or subsidiary that is also located in Colorado, the # of full-time employees must include full-time employees from *all* Colorado Affiliated entities. In addition, if a business has multiple locations, the # of full-time employees must include full-time employees from *all* locations.
- Sum the full-time employees for the last 18 months.
- Calculate average employees for the last 18 months by dividing full-time employees by 18.
- Enter Baseline Full-Time Employee(s) from 1.d.
- To calculate Net New Full-Time Permanent Jobs, subtract Baseline Full-Time Employee(s) from last 18 months average full-time employees.

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Net New Full-Time Permanent Job Calculation Table. Twelve new full-time permanent positions were created and filled the first six months (Jan 2007 – June 2007) and maintained for one year.

2.a.i. – New Jobs Maintenance Period

Month/Quarters & Year		# Full-Time Employees
1 – January 2007	Hiring Period	1185
2 – February 2007		1190
3 – March 2007		1189
4 – April 2007		1193
5 – May 2007		1193
6 – June 2007 (Month 6)		1192
7 – July 2007		1193
8 – August 2007		1193
9 – September 2007		1190
10 – October 2007		1189
11 – November 2007		1190
12 – December 2007		1190
13 – January 2008		1193
14 – February 2008		1193
15 – March 2008		1195
16 – April 2008		1195
17 – May 2008		1193
18 – June 2008 (Month 18)		1195
2.a.ii. 13 Total Full-Time Employees		21,451.0
14 Total Months/Quarters		18 Months or 6 Quarters
2.a.iii. 15 Average Full-Time Employees (line 13 divided by line 14)		1191.7
2.a.iv. 16 Baseline Full-Time Employee(s) from 1.d.		1119.8
2.a.v. 17 Net New Full-Time Permanent Jobs (Subtract line 16 from line 15)		71.9

Attach source document to application (employee reports for the last 18 months from all locations).

vi. If the figure in 2.a.v. is greater or equal to ten, proceed to the next calculation. If the figure is less than ten, the application is **ineligible**.

b. Eligible Jobs (including New Jobs Maintenance Period comparison):

i. An applicant located in an **Non-Enterprise Zone** must hire at least **ten** net new full-time permanent positions within six months and maintain them for one year or more (New Jobs Maintenance Period).

ii. 1192 Enter the number of full-time employees for the Month 6 of the Hiring Period (**June 2007**).

1180 Enter the number of full-time employees for the Previous Month (**December 2006**).

12 Eligible Jobs. Subtract full-time employees for the Previous Month from Month 6 of the Hiring Period. The application is **ineligible** if this number is less than ten.

iii. The following calculation will ensure that Eligible Jobs have been maintained for one year by comparing the number of full-time employees from the Previous Month to Month 18 of the New Job Maintenance Period.

1195 Enter the number of full-time employees for Month 18 of the Maintenance Period. (**June 2008**)

1180 Enter the number of full-time employees for the Previous Month (**December 2006**).

15 Month 18 Eligible Jobs. Subtract the number of full-time employees for the Previous Month from Month 18.

- iv. If the figure in 2.b.iii. is greater or equal to ten, proceed to the next calculation. If the figure is less than ten, the application is **ineligible**.

c. Eligible Jobs compared to Net New Full-Time Permanent Jobs:

- i. Enter the smaller of the three numbers noted below into the Application under # Eligible or Net New Full-Time Permanent Jobs on page 5.

71.9 Enter Net New Full-Time Permanent Jobs from 2.a.v.

12 Enter Eligible Jobs from 2.b.ii.

15 Enter Month 18 Eligible Jobs from 2.b.iii.

- ii. If this number is equal or greater than ten, proceed to the next calculation. If the number is less than ten, the application is **ineligible**.

3. Eligible Employee Annual Average Wage Rate Calculation:

This section will calculate the Annual Average Wage Rate for the Eligible Jobs by averaging all of the Regular Salaries for the Eligible Jobs. Attached payroll reports must list and highlight each Eligible Job and include the Annual Regular Salary for each position that is used for this calculation.

- To begin calculation, enter each Eligible Job, Position Title and Annual Regular Salary.
- Sum monthly Annual Regular Salaries
- Enter Eligible Jobs from 2.c.i
- To calculate Eligible Employee Annual Average Wage Rate, divide Total Annual Regular Salary by Eligible Jobs. Enter this figure into the Application under Eligible Employee Annual Average Wage Rate on page 5.

Eligible Employee Annual Average Wage Rate Table

	<i>Eligible Jobs (enter unique identifier)</i>	<i>Position Title</i>	<i>Annual Regular Salary</i>
3.a.	1 - A567843	CFO	\$100,000
	2 - A567844	Admin	\$30,000
	3 - A567845	Claims I	\$30,000
	4 - A567846	Sales	\$60,000
	5 - A567847	Claims I	\$30,000
	6 - AF67848	Sales	\$60,000
	7 - AF67849	Claims II	\$55,000
	8 - AF67850	Customer Service I	\$30,000
	9 - AF67852	Customer Service I	\$30,000
	10 - AF67856	Customer Service II	\$40,000
	11 - AF67858	Supervisor	\$55,000
	12 - AF67860	Claims Supervisor	\$70,000
3.b.	13 Total Annual Regular Salary		\$590,000
3.c.	14 Eligible Jobs		12
3.d.	15 Eligible Employee Annual Average Wage Rate (line 13 divided by line 14)		\$49,166.67

4. County Annual Average Wage Rate Calculation:

- If jobs are located in multiple counties, refer to the Multiple Counties' Example on page 18.
- To calculate the County Annual Average Wage Rate, go to the Colorado Quarterly Census of Employment and Wages (QCEW) published by the Dept of Labor & Employment via [Colorado Quarterly Census of Employment and Wages \(QCEW\) Home Page](#).
- Pull up the *annual* report Select the annual report that was available at the time of the first month of the Hiring Period for the Net New Full-Time Permanent Jobs. Please note that the annual QCEW is published roughly six months after the calendar year end. *(For example: This applicant's Hiring Period started in January 2007 and an application was submitted in July 2008, they will reference the 2005 annual report since that was the annual report available when the hiring period began. See County Annual Average Wage Rate definition on page 2.)*

Colorado Quarterly Census of Employment and Wages (QCEW) Home Page - Microsoft Internet Explorer

Address: <http://www.coworkforce.com/lmi/es202/index.asp>

Department of Labor & Employment

Quarterly Census of Employment and Wages (QCEW) Colorado

Previously called ES-202

[Excel-based analysis and graphing tool](#)
(4.1 MB file - Contains complete QCEW data set since January 2001)

Data Queries (NAICS)	2001 (PDF)	2002 (PDF)	2003 (PDF)	2004 (PDF)	2005 (PDF)	2006 (PDF)	2007 (PDF)
All quarters 2001 through 1st Qtr. 2008	First Quarter	First Quarter	First Quarter	First Quarter	First Quarter	First Quarter	First Quarter
	Second Quarter	Second Quarter	Second Quarter	Second Quarter	Second Quarter	Second Quarter	Second Quarter
	Third Quarter	Third Quarter	Third Quarter	Third Quarter	Third Quarter	Third Quarter	Third Quarter
	Fourth Quarter	Fourth Quarter	Fourth Quarter	Fourth Quarter	Fourth Quarter	Fourth Quarter	Fourth Quarter
2001 Annual	2002 Annual (Tables only)	2003 Annual (Narrative, charts, and tables)	2004 Annual (Narrative, charts, and tables)	2005 Annual (Tables only)	2006 Annual Tables	2007 Annual Tables	2007 Annual Tables

Size Class Reports: 2001 through first quarter 2008 (Excel)

- Page through the report to locate the county where Eligible Jobs are located.
- Use the AWW \$ under Total All Industries for the County Average Annual Wage Rate calculation.

Address: <http://www.coworkforce.com/lmi/es202/2005PDF/2005Annual.pdf>

County

Average Weekly Wage

TITLE	NAICS	UNITS	EMPLOYMENT	WAGES	AWW
YUMA 125					
Total All Industries		371	3,609	96,892,070	516
Private		340	2,674	70,613,565	508
Agriculture, Forestry, Fishing, Hunting	11	44	670	17,191,292	493
Crop Production	111	19	156	3,741,591	461
Animal Production	112	16	477	12,283,230	495
Forestry & Logging	113	0	0	0	0
Fishing, Hunting & Trapping	114	0	0	0	0
Agriculture & Forestry Support	115	10	36	1,166,471	623
Mining	21	12	215	12,960,427	1,159
Oil & Gas Extraction	211	D			
Mining, Except Oil & Gas	212	D			
Mining Support Activities	213		51	2,298,233	867
Utilities	22	D			
Utilities	221	D			
Construction	23	26	110	3,078,447	538
Construction Of Buildings	236	6	9	172,276	368
Heavy & Civil Engineering Construction	237	6	59	1,878,963	612
Specialty Trade Contractors	238	14	42	1,027,208	470
Manufacturing	31-33	14	50	1,142,874	440
Food Manufacturing	311	D			
Beverage & Tobacco Product Mfg	312	0	0	0	0
Textile Mills	313	0	0	0	0
Textile Product Mills	314	0	0	0	0
Apparel Manufacturing	315	0	0	0	0

f. County Annual Average Wage Rate Calculation is as follows (*pulled from Multiple Counties' Example, Page 18*):

808 Enter AWW for Total All Industries

x 52 Multiply by 52 weeks

\$42,007

County Annual Average Wage Rate – enter this figure into the Application under County Annual Average Wage Rate on page 5.

5. Average Wage Rate % Calculation:

a. Average Wage Rate % must be at least 100% or greater of the county average.

\$49,167.67 Enter Eligible Employee Annual Average Wage Rate (3.d.)

\$42,007.33 Divide by County Annual Average Wage Rate (4.f.)

117%

Average Wage Rate % - enter this figure into the Application under Average Wage Rate %, page 5.

b. Is Average Wage Rate % greater than or equal to 110%?

i. If yes, proceed to the next calculation.

ii. If no, application is **ineligible** and does not qualify for incentives.

6. Eligible Incentive Calculation:

a. Enter the applicable \$ Incentive/Eligible Job figure into the Application under \$ Incentive/Eligible Job on page 5. **Based on the above example, the \$ Incentive/Eligible Job = \$2,000.**

Non-Enterprise Zone	
Average Wage Rate %	\$ Incentive/Eligible Job
110%	\$2,000
130%	\$3,000
150% or >	\$4,500

Enter \$

\$2,000

b. Calculate Eligible Incentive

\$2,000 Enter \$ Incentive/Eligible Job per table (6.a.)

12 Multiply by Eligible or Net New Full-Time Permanent Jobs (2.c.i.)

\$24,000

Eligible Incentive – enter this figure into the Application under Eligible Incentive, page 5.

County(ies) Denver Metro, El Paso & Yuma	Hiring Period for Eligible Jobs (month, year – month, year) January 2007-June 2007										
# of Eligible or Net New Full-Time Permanent Jobs (Section II, 2.c.i. from worksheet)	12										
Eligible Employee Annual Average Wage Rate (Section II, 3.d. from worksheet)	\$49,167.67										
County Annual Average Wage Rate (Section II, 4.f. from worksheet)	\$42,007.33										
Average Wage Rate % (Section II, 5.a.)	<u>117</u> %										
\$ Incentive/Eligible Job (Section II, 6.a.)	<table border="1"> <thead> <tr> <th colspan="2">Non-Enterprise Zone</th></tr> <tr> <th>Average Wage Rate %</th><th>\$ Incentive/Eligible Job</th></tr> </thead> <tbody> <tr> <td>110%</td><td>\$2,000</td></tr> <tr> <td>130%</td><td>\$3,000</td></tr> <tr> <td>150% or ></td><td>\$4,500</td></tr> </tbody> </table> <p>Enter \$ \$2,000</p>	Non-Enterprise Zone		Average Wage Rate %	\$ Incentive/Eligible Job	110%	\$2,000	130%	\$3,000	150% or >	\$4,500
Non-Enterprise Zone											
Average Wage Rate %	\$ Incentive/Eligible Job										
110%	\$2,000										
130%	\$3,000										
150% or >	\$4,500										
Eligible Incentive (Section II, 6.b.)	\$24,000										

Section III – Additional Funding:

1. Enter any prior grants, loans, etc. received prior to this application from the State of Colorado or local entities.
2. Noted below is an example of job creation incentives. The Business Finance Staff will work with an applicant to determine if previous EDC grants were distributed for any positions claimed on the PIF application.

Date Received (month, year)	Type of Funding (loan, grant, etc.)	Source of Funding (county, municipality, etc.)	Dollar \$ Amount Received
January 2006	Job Training	State	\$4,000
			\$
			\$

Section IV – Optional Information:

This information will be used to compile statistical information on businesses that have applied for job creation incentives.

1. Include the reason for job creation and list any additional benefits or insurance for employees.
2. Noted below is an example of optional information.

Purpose of job creation (relocation, growth, etc.)
Expanding into new product line
List additional benefits or insurance for employees [401(k), health insurance, life insurance, etc.]
Health Insurance, 401(k) and Disability

Section V – Required Documentation:

1. The information listed below is required in order to process the application. If this information is not included, the application will be returned to the applicant.
 - a. Form W-9 is necessary to ensure that the check is made payable to the correct business name and that the entity has a tax ID.
 - b. Employee Reports are necessary to support calculations for Baseline Full-Time Employee(s) and Net New Full-Time Permanent Jobs and confirm positions were maintained through New Jobs Maintenance Period.
 - c. Current Payroll Reports are necessary to calculate the Eligible Employee Average Wage Rate and Average Wage Rate %.
 - d. Calculation Worksheets provide the actual numbers calculated by the applicant.

The following items are required documentation and must be attached to this application: <input checked="" type="checkbox"/> Form W-9 <input checked="" type="checkbox"/> Full-Time Employee Reports to support calculations for Baseline Full-Time Employee(s) (prior 36 months or 12 quarters) and Net New Full-Time Permanent Jobs (18 months after baseline – including Hiring Period) <input checked="" type="checkbox"/> Payroll Reports (reflect Annual Regular Salaries for Eligible Jobs) <input checked="" type="checkbox"/> Calculation Worksheets

Section VI - Chief Officer/Owner Authorized Signature and Certification:

An authorized **chief officer or owner** must sign the Application.

Check one:

☐ This business has not been adjudicated to be in violation of any federal, state, or local laws affecting the health, safety, or working conditions of employees for at least the prior five years.

OR

☐ This business has been adjudicated to be in violation of a federal, state, or local law affecting the health, safety, or working conditions of employees within five years of applying for a grant or loan pursuant to this section, but can provide evidence to the commission that it has corrected the violation or has taken steps to correct the violation and can provide an estimated date by which the violation will be corrected (attach evidence to this form).

The person(s) executing this Application are authorized to act on behalf of the Company. By signing this document, I hereby declare that all of the information stated in this application is complete and accurate, in compliance with all application guidelines and all relevant federal laws and Colorado statutes to the best of my knowledge. I further certify that we have examined the legal work status of all employees hired for the positions on this application and have retained file copies of all documents required by U.S. Code Title 8, Section 1324a ("Unlawful Employment of Aliens") and to the best of my knowledge no employment identification documents have been altered or falsified and we have not knowingly hired an unauthorized alien. In addition, my signature provides authority to allow the Office of Economic Development and International Trade to request documentation that demonstrates we are in compliance with the employment verification requirements specified in U.S. Code Title 8, Section 1324a. If any information provided in this Application is found to be in material error, the Company agrees to refund to the State any funds that have been advanced based on erroneous information, immediately upon notification by the State. The Company may have up to 15 days to respond to such a finding.

Signature

Title, Chief Officer or Owner

Name (print)

Date

Multiple Counties' Example

Any applicants that have Eligible Jobs in multiple county locations should complete this form to determine the type of application to complete (Enterprise Zone or Non-Enterprise Zone) and calculate the County Annual Average Wage Rate. Please complete the following information and forward to the contacts noted below so that the County Annual Average Wage Rate can be finalized.

Business Name

ABC Company. Hired 12 Net New Full-Time Permanent Jobs over six months in Non EZ and EZ. The first month of the Hiring Period was January 2007 so this example will use the 2005 Annual Table for county wages.

# Eligible Jobs	Location Name	City	County	Zip Code	EZ or Non-EZ*
6	Denver		Denver		Non-EZ
4		Co Springs	El Paso		EZ
2			Yuma		EZ

**Total Eligible
Jobs**

12

***If any, or all, Eligible Jobs are in a Non-Enterprise Zone location, the applicant is required to hire a total of at least **10** net new full-time permanent positions within six months and maintain them for one year or more. Please complete a Non-Enterprise Zone application.**

***If all of the Eligible Jobs are located in an Enterprise Zone location, the applicant is required to hire a total of at least **five** net new full-time permanent positions within six months and maintain them for one year or more. Please complete an Enterprise Zone application.**

For assistance with the calculation of the County Annual Average Wage Rate, please contact:

Shela Tatro, Economic Development Commission Manager
 Alice Kotlik, Deputy Director and Economic Development Commission Director
 c/o Colorado Office of Economic Development and International Trade
 Phone (303) 892-3840
 Fax (303) 892-3848
 1-800-659-2656 TDD
 shela.tatro@state.co.us

Internal Use Only

# Eligible Jobs	County	County %	AWW	X 52	X County %
6	Denver	50	\$963	\$50,076	\$25,038
4	El Paso	33	\$721	\$37,492	\$12,497
2	Yuma	17	\$516	\$26,832	\$4,472
			\$	\$	\$
			\$	\$	\$

**Total
Eligible
Jobs**

12

**County Weighted Average Wage
Rate**

\$42,007